EDMS FCG Communication Tools and Services

Introduction

The EDMS FCG provides access to a stable of tools and services that allow for more effective and efficient communications and transfer of information. These tools and services consist of a listing of individuals who are interested in EDMS and their address information (postal, e-mail, phone and fax); e-mail reflectors; information distributing services through web pages and file transfer capabilities; and the use of a standard file format (portable document file) that can be read by all. The EDMS FCG is using the capabilities available on the IEA web sites to provide these tools and services. The web sites consist of two machines. One is a Windows NT server used for web pages and file transferring. Its IP address is www-ria.ria.army.mil. The other is a Lynix machine used for the e-mail reflector. Its IP address is www2-iea.ria.army.mil.

Membership and POC Listing

EDMS FCG maintains a database that contains address information for FCG members and for individuals who have expressed an interest in the activities associated with engineering data management systems. The address information consists of office symbols, telephone numbers, e-mail addresses and fax numbers. A file named *roster.pdf* in acrobat portable document format (PDF) will be maintained in the ftp web site under the *outgoing/AI/edms* directory.

File Transfer

In conducting the business of the FCG, large documents often need to be disseminated. For these large documents, e-mail has been unreliable. Providing access through an ftp site has proven to be much more reliable. For security reasons, the capability to read and write files to the IEA web have been segregated into different directories. Files can be uploaded to the IEA web by writing them to a write only directory named *incoming*. The pub directory and all its sub-directories (including *outgoing/AI/edms*) are read only. An authorized IEA individual must move a file from incoming to another ftp site directory before that file can be read and downloaded by anybody. The following paragraphs describe how one can download and upload file to the IEA web site.

Downloading from the IEA server (www-iea.ria.army.mil)

1. Using an FTP program.
   - Start FTP on your workstation
   - Connect your workstation to the IEA web site by the command *open www-iea.ria.army.mil*
   - Log in as *anonymous*
   - Use your e-mail address as the password.
   - Use *cd* to change to the *outgoing/AI/edms directory*
   - Use the usual FTP commands such as *dir*ectories, *get* files, etc. For best results, we suggest that you transfer files as binary rather than text.
   - When you have completed your file transfer activities, enter *bye* to exit.
2. Using a web browser like *Mosaic*, *Netscape*, or *Internet Explorer*
   - Start the web browser program.
   - Use the URL *ftp://www-iea.ria.army.mil/*. Please note the use of ftp. I have found that the problems most people experience when trying to download a file using a browser are that they use http rather than ftp in the URL address. (Most of the browsers will automatically log you in as anonymous and will use e-mail address as the password.)
   - Click on the appropriate file folders to change directories to *outgoing/AI/edms*. (You can use a shortcut if you use the URL *ftp://www-iea.ria.army.mil/outgoing/AI/edms*.)
   - Use the appropriate browser command for saving a file. (Again, we suggest that you transfer the file as a binary file for best results.)

Uploading a file from your workstation to the IEA web site.

1. Using an FTP program.
   - Start FTP on your workstation
   - Connect your workstation to the IEA web site by the command *open www-iea.ria.army.mil*
   - Log in as *anonymous*
   - Use your e-mail address as the password.
   - Use *cd* to change to the *incoming*
   - Use the put files command to upload files.

- E-mail me at gney@ria-emh2.army.mil or call me at DSN 793-6586, to tell me that you have uploaded the file and what you want to have done with it. (Remember, that I must move the file to a directory that has public read access before anyone can view or download the file.)

Portable Document File (pdf)

Because of the wide variety of computers, operating systems and document authoring software, acrobat pdf file format which can be read on the majority of computer systems using the appropriate acrobat reader program (freeware) will be the file format used to transfer documents. IEA has the capability to produce pdf files and I will produce pdf files for documents intended for distribution to FCG members.

1. Obtaining copies of Acrobat Reader
   - A free copy can also be obtained from the Adobe home page at URL *http://www.adobe.com/Acrobat*.
2. Producing an acrobat pdf file
   - Furnish me a postscript file of the document. A postscript file can be produced from any application by printing the document to a postscript printer, but instead of printing to the printer, print to a file. Once you have the file, transfer it to the IEA web site using the procedure above.
   - Contact me by phone or e-mail to let me know that you have a document that you want translated to a pdf file.
   - I will translate the document, put it back on the IEA ftp site in the outgoing/AI/edms directory, and notify you that the translation is done.

E-mail Reflectors

E-mail reflectors have been established to permit easy and rapid e-mail communication with members of the EDMS FCG. (An E-mail reflector permits anyone to send a message to list of recipients by sending the message to a specific address.) To make the reflector more useful and allow better matching of messages and recipients, nine reflectors have been established based upon the type of member and whether the member is from a PEO organization. A tenth reflector has been established to serve special purposes such as supporting the E-mail communications of a working group, etc.

1. Using the E-mail reflectors
   - Address the message to *<reflector name>@www2-iea.ria.army.mil*, where <reflector name> is given in the following table. A message can be sent to more than one reflector in the same way that a message can be sent to multiple addressees. An acrobat pdf file contains a listing of the individuals associated with each of the first six reflectors will be maintained on the IEA ftp site in *www-iea.ria.army.mil*/*outgoing/AI/edms* directory in a file called *reflectr.pdf*.
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Organization Type	Member Type	<reflector name>
Non PEO	Principle	fcg-apri
Non PEO	Alternate	fcg-aalt
Non PEO	POC	fcg-pocs
PEO	Principle	fcg-ppri
PEO	Alternate	fcg-palt
PEO	POC	fcg-ppocs
All Principles		fcg-pri
All Alternates		fcg-alt
All POCs		fcg-pocs

2. Using the special E-mail reflector
   - E-mail me a request to use this capability that includes the list of individuals and their E-mail addresses. I will set up the reflector and will notify you that it is ready to use.
   - Address messages to fcg-special@www2-iea.ria.army.mil.

Web Pages

An index to the current FCG web pages can be accessed bu using the URL *http://www-iea.ria.army.mil/AI/eng_data/*. Currently, there are two FCG pages. The first page deals with the Technical Data Workshop held in December 96 and the other deals with the Automated Configuration Management System Task Force.